

**City of Chattanooga, TN**  
**Personnel Class Specification**

***CLASS CODE 1004***

**FLSA: Non-Exempt**

**CLASSIFICATION TITLE: PERMIT CLERK**

**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to receive and process permit, variance, and related applications, and to provide clerical and secretarial support to the Inspections Division of Public Works.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Receives, reviews, verifies, and processes permit, variance, and testing applications, new account/service applications, and related fees; verifies licenses; may receive, process, and issue licenses; generates and transmits "Building Permit" cards for posting on site.

Answers telephones and greets visitors; provides information and assists public; takes/relays messages; forwards calls as appropriate; may monitor and relay messages and orders using a two-way radio or other electronic system; answers inquiries into department services; assists visitors and directs to appropriate area; distributes forms.

Receives, organizes, tabulates, distributes, and/or prepares a variety of data from reports, records, work orders, and related documentation; inputs data into spreadsheets or other programs; generates reports; copies, files, posts, and transmits documents as needed.

Prepares, types, or generates a variety of correspondence, reports, records, purchase and work orders, forms, time cards, correspondence, lists, receipts, purchase orders, and related documentation; processes these as required.

Maintains records, logs, ledgers, and files; retrieves files.

Sorts and distributes incoming mail and facsimiles; prepares and sends outgoing mail, facsimiles, and parcels.

Receives, audits and/or balances any revenue or accounts; totals cash receipts and prepares report; makes deposits as necessary; processes refund requests; reconciles ledgers and accounts; processes customer billing statements and collections.

Reviews and processes bills and invoices; processes payments.

Obtains prices for parts, supplies, and equipment; processes purchase orders and requisitions; places orders for supplies and materials; performs inventories as needed; prepares for and processes deliveries.

Performs housekeeping and other light duties as necessary.

May serve as witness or notary public to documents, signatures, or activities.

May attend meetings, serving as secretary, taking minutes, attendance, transcribing minutes and related duties.

### **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by one (1) to two (2) years previous experience and/or training involving clerical, secretarial, and computer work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division.

**Functional Reasoning:** Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning**: Requires the ability to exercise judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which are often characterized by frequent change.

## **ADA COMPLIANCE**

**Physical Ability**: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements**: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors**: Essential functions are regularly performed without exposure to adverse environmental conditions.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.